State of Indiana ELM Online Training
Manager Self Service Quick Step Guide

Accessing the PeopleSoft ELM:

The following directions will instruct you on how to approve/deny training requests for employees who report to you. Managers can also review direct reports and team member learning history. It is important to read and follow the instructions carefully. If any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP (4357) or (800) 382-1095.

To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

Accessing the PeopleSoft ELM:

To log onto the **PeopleSoft ELM**, copy and paste the following link into your web browser:

www.in.gov/spd/instep

A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. The PeopleSoft ID number may be found on the back of the Indiana Government Center (IGC) Access Control Badge, below the bar code. If the learner does not work on the IGC campus, the learner will need to contact his/her HR representative to obtain the PeopleSoft ID number. Learners may use their network password as the PeopleSoft password.

Approving or Denying Team Member Training Requests:

Managers will receive email notifications of team members requesting to take or attend training.

Email notifications will only be generated and received by persons who have email addresses entered into the PeopleSoft HR system. **Missing emails may be entered through the Self-Service function of PeopleSoft HR** and will integrate into the PeopleSoft ELM system during the overnight processing of record updates.

1.	Click the **ELM Training** link.
2.	Click the **Manager Self Service** link.
3.	Click the **Team Members** link.
4.	The **Pending Approvals** section shows team members who have requested training authorization.
5.	To approve or deny training requests, check the checkbox to the left of the team members name and then click the **Approve** or **Deny** button accordingly. • To approve or deny all requests, click the **Select All** link to check all of the checkboxes for team members at once and then click the **Approve** or **Deny** button accordingly.

Reviewing Team Members Reporting to You:

If team members are missing or incorrect in the Direct Reports section of the Team Members page, this means the reports to information is incorrect in **PeopleSoft HR**. This information can be corrected by contacting the State Personnel Department's Data Entry Division at the email: *SPD HR Data* or calling 877-221-0019.

Once the team member's job data record is corrected in PeopleSoft HR, the changes will integrate into the PeopleSoft ELM system during the overnight processing of record updates.

1.	Click the **Manager Self Service** link.
2.	Click the **Team Learning** link.
3.	Click the **Team Members** link.
4.	The **Team Members** section shows team members who report to the Manager identified in the **View Team Members Reporting To** drop-down. • If additional options are available in the **View Team Members Reporting To** drop-down, the drop-down menu button to select a different Manager. • Then, click the **Go** button to refresh the team members list.
5.	Direct reports for the Manager may be viewed in the **Direct Reports** listing in the **Team Members** section.
6.	Process changes to this list by: • Clicking the checkbox to the right of the individual team members name, clicking the **Action** column drop-down menu button for the team member, select an option from the list of values, and clicking the **Go** button. • Complete actions for multiple team members at once by either: 1. Clicking the checkboxes to the right of the team members names, clicking the **Group Actions** drop-down menu button under the team member listing, select an option from the list of values, and clicking the **Go** button; **or** 2. Clicking the **Select All** link to check all of the checkboxes for team members at once, clicking the **Group Actions** drop-down menu button under the team member listings, select an option from the list of values, and clicking the **Go** button

Accessing Team Member Learning History:

1.	Click the **Manager Self Service** link.
2.	Click the **Team Learning** link.
3.	Click the **Team Learning** link again.
4.	In the **Search Filter** drop-down menu box, select the option to be viewed.
5.	In the **For** box, select the option to viewed.
6.	Click the **Go** button to refresh the list.
7.	Review and/or make changes to the list as needed. Search Options: • Click the **View 100** link to view 100 team members to a page • Use the **First** and **Last** links or next page arrow buttons to move through the team member list • Sort columns alphabetically or chronologically by clicking the column headings